



Career Executive Assignment

EXECUTIVE SELECTION SERVICES

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: TRANSPORTATION

POSITION TITLE: CHIEF, DIVISION OF AERONAUTICS

LEVEL: CEA A
(Salary Range \$7,190 - \$10,334)

LOCATION: HEADQUARTERS - SACRAMENTO

BULLETIN RELEASE DATE: OCTOBER 30, 2018

FINAL FILING DATE: NOVEMBER 21, 2018

CEA NUMBER: 18CEA23

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director, Planning and Modal Programs, the incumbent is responsible for aviation and aerospace programs for the California Department of Transportation (Caltrans) and for ensuring their integration with other Caltrans programs.

Responsibilities include:

- Develops and implements policies and procedures for the State's role in aviation that includes general aviation safety, noise variances and school site/land use issues adjacent to airports. Develops and implements policies for safe aviation programs throughout the State.
- Develops short and long term strategic direction for the Division of Aeronautics.
- Responsible for the interaction and coordination of the Division's planning activities with other programs and with the aviation system planning activities of other agencies.
- Collaborates with other internal and external groups to develop policies and procedures to improve goods movement and ground access to and from airports.

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- Represents the State and coordinates the State's aviation interest on a national, regional and state level. In this capacity, maintains continuous liaison with federal agencies, other national aeronautical organizations, aviation agencies of other states, and other state agencies having transportation interests.
- Represents Caltrans on funding and policy issues and provides expert input as required at the California Transportation Commission meetings.
- Responsible for ensuring that liaison is maintained with aviation groups, civic organizations, and officials of local jurisdictions to assist in the development and coordination of community interests in air transportation.
- Responsible for the enforcement of State and subordinate laws or ordinances issued under the State Aeronautics Act, rules and orders issued under the Act and all other laws of the State relating to aeronautics.
- Reviews and comments on the aviation aspects of the California Transportation Plan.
- Provides aviation expertise and input to the Deputy Director, Planning and Modal Programs and keeps department management advised of controversial matters and aviation opportunities. Advises the Deputy Director, Planning and Modal Programs on the full range of issues related to the aeronautic programs.

MINIMUM QUALIFICATIONS

Applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in civil service.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and a manager's role in the Equal Employment Opportunity (EEO) Program.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze

complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to Caltrans' EEO objectives.

These abilities and knowledge are expected to be obtained from broad administration or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications (SOQ). The knowledge and abilities and any other requirements identified in this bulletin and listed in the SOQ will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities qualify them for this position.

A passing score of 70% or higher must be obtained to establish eligibility. Hiring interviews will be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA A, Chief, Division of Aeronautics** with Caltrans. Applications will be retained for twelve months.

DESIRABLE QUALIFICATIONS

- Applicants should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
- Ability to reason logically and creatively.
- Ability to develop and maintain a level of professional integrity to ensure that the best interests of Caltrans and the program are served.
- Ability to work well with partners and clients.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications (SOQ) is a narrative discussion regarding how the applicant's education, training, experience, and skills meet the criteria outlined below. In addition, the SOQ serves as documentation of each applicant's ability to present information clearly and concisely in writing. Please address how you possess each SOQ criteria, numerically in the same order outlined below, using specific examples of your education, training, and experience. The SOQ must be typed, single spaced, 12 point font, and no more than two (2) pages in length. Applicants who do not follow these requirements may be disqualified from the examination. Cover letters and resumes do not take the place of SOQs. The SOQ must be submitted along with the State Application.

Please submit a SOQ which includes the following information:

1. Demonstrated ability to have a broad and comprehensive knowledge of Caltrans programs and experience that demonstrate the ability to manage a large and complex statewide program.

2. Demonstrated knowledge and experience in departmental strategic planning and a demonstrated understanding of organizational and transportation system performance and their role in meeting the goals and objectives of Caltrans Strategic Management Plan.
3. Demonstrated knowledge of budget and contract development and administration.
4. Demonstrated ability and experience in developing and maintain cooperative working relationships with the full range of management levels within Caltrans, the private sector, federal, state and local agencies and a variety of stakeholders.
5. Demonstrated knowledge of federal and state regulations that apply to, and impact the work of, Caltrans and Caltrans' mission, vision, goals, programs and policies.
6. Demonstrated ability to supervise, motivate and lead a multi-disciplinary professional staff.
7. Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.

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| FILING INSTRUCTIONS |
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All interested applicants must submit:

- A completed standard original State application (Form 678).
- A Statement of Qualifications. The statement must be responsive and **must not** exceed two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.

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| APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. |
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The application and Statement of Qualifications are to be submitted to:

California Department of Transportation
Division of Human Resources
Attn: Rose Cortez (18CEA23)
1727 – 30th Street, MS #86
Sacramento, CA 95816-8037

Or via email to:

CEA.MSPexams@dot.ca.gov

Application and Statement of Qualifications must be received or postmarked by the final filing date of November 21, 2018. Interagency mail received after this date will not be accepted.

Questions regarding this examination should be directed to: Rose Cortez at (916) 227-4940.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.